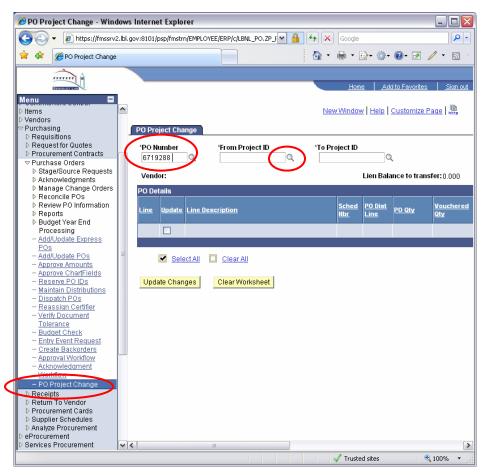
ePROCUREMENT 8.8

PO PROJECT CHANGE

After a Purchase Orders (PO) has been issued, there is often a need to change its projects. This can be done on the PO screens but only buyers have access to them and it is cumbersome making changes on multi-line, multi-project POs. A new *PO Project Change* screen was created to enable both division Resource Analysts and Procurement buyers to easily change projects on a PO. The PO Project screen lets you specify a PO and project, displays balances on PO lines that contain the specified project, and allows you to move the balance on a line to a new project. The screen does not allow you to increase or decrease the total dollars on PO lines. It also does not allow you to move less than the line's entire balance to a new project.

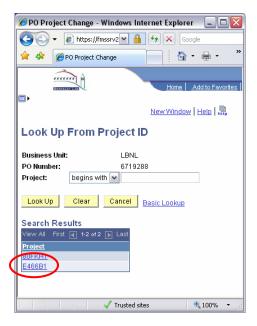
This topic will show you how to use the PO Project Change screen to change a PO's project.

- 1. Manually navigate to the *PO Project Change* screen as follows:
 - Log into PeopleSoft FMS
 - Navigate to Purchasing | Purchase Orders | PO Project Change
- 2. Enter the PO Number of the PO whose project you want to change.
- 3. Click the search icon a next to the **From Project ID** box. This will open a screen showing a list of projects on the PO.

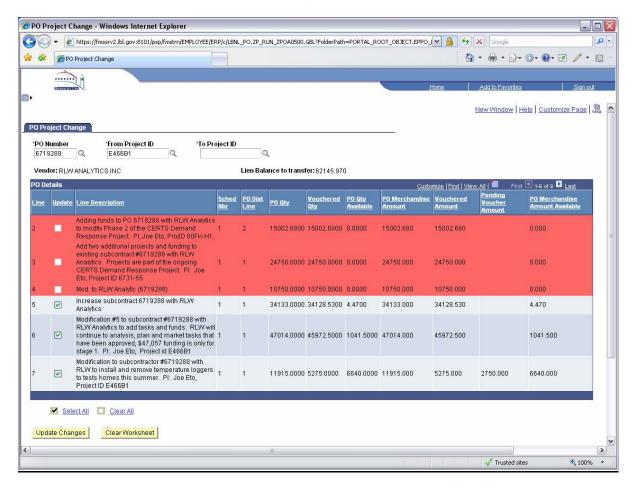


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4. Click on the project you want to change.



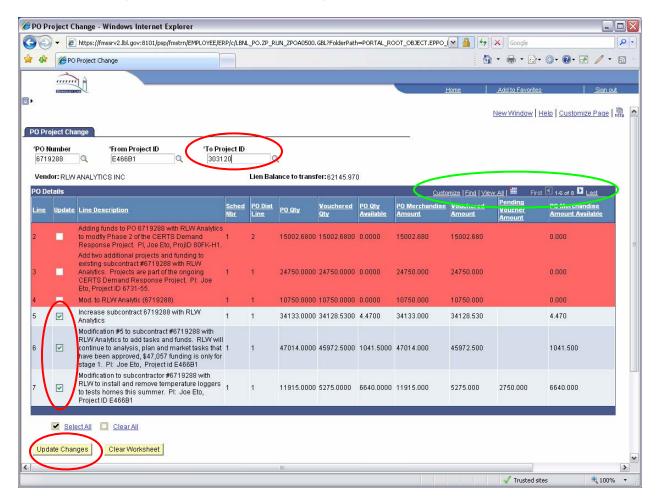
5. See a list of PO lines that contain your project together with their balances. Lines in red have \$0 balance for that project. Balances are shown on other lines.



6. In the **To Project ID** box, enter the new project you want the balances moved to.

By default, all available PO lines with the "From Project ID" are checked. Uncheck any PO lines which should not have their project changed.

<u>Note</u>: The screen may not initially display all PO lines that contain the project. To view other lines, use the navigation buttons and links in the blue bar (highlighted in green). In the below example, only lines 1-6 of 8 lines are displayed. Click the **View All** link to see all the lines.



- 7. Click the **Update Changes** button to save your changes and move balances on checked lines to the new project.
- 8. Click the Clear Worksheet button to clear your data and work on another PO.